



# NDInsider

*The newsletter of Indiana's*

**NeuroDiagnostic Institute**  
and Advanced Treatment Center



- **WEAR A MASK!**
- **DON'T TOUCH YOUR FACE!**
- **WASH YOUR HANDS!**
- **SOCIAL DISTANCE!**
- **BE KIND!**

## WELCOME

### NEW EMPLOYEE ORIENTATION DATES

- September 8- 18, 2020
- **September 21- October 2 (added)**
- October 5- 16, 2020

Please take responsibility for the energy you bring to work. Your words matter. Your behaviors matter. Our patients and our team matter. Take a slow, deep breath, and make sure your energy is in check before entering your workspace.

Leadership is about self-awareness and taking ownership. Your workplace may look different than a few months ago, but it does not mean your behaviors make any less of an impact. Choose to be positive when interacting with the patients, coworkers, and supervisors. Provide potential solutions instead of reasons why something will not work. Be optimistic when discussing issues relative to the patients. Most of all, take initiative to assist and support your colleagues. Veteran staff need to take the newbies under their wings and be good role model to them. They look up to you and need your support and guidance. Inclusion is vital to the success of a team. Use collaborative approach to solve issues and complete tasks.

Thank you,

Femi



**NDI DASHBOARD**

**Recruitment News**

Be sure to check the website for all open vacancies at [workforindiana.in.gov](http://workforindiana.in.gov).

**NDI Census August 2020**

Admissions: Adult- 10 / Youth- 2

Discharges: Adult- 16 / Youth- 5

Current Census: Adult- 43 / Youth- 14

**UPCOMING REFRESHER CLASSES: BRIDGE BUILDING AND CPR**

**To All Staff:** Please watch your email for dates to complete your refresher class. Contact your supervisor or Staff Development with any questions.

**CPR (Tuesdays)**

**ALL CPR REFRESHERS- 8:00- 12:00**

|              |            |
|--------------|------------|
| September 1  | October 13 |
| September 15 | October 27 |
| September 29 |            |

**BRIDGE BUILDING (Wednesdays)**

**ALL BB REFRESHERS- 8:30- 4:30**

|              |            |
|--------------|------------|
| September 2  | October 14 |
| September 16 | October 21 |
| September 23 | October 28 |
| September 30 |            |

# CREST TEAM

Submitted by: Fred Madren

Critical Incident Stress Management is an adaptive way of offering psychological first aid and emotional support to people after a moment of crisis. The goals are to normalize staff reactions and thought, mitigate the effects of the critical incident stress, promote a return to normal productivity, assist in instilling a renewal of compassion in the workplace, help stabilize the workplace post event, and ensure that information shared will be strictly confidential.

Here at NDI we have a team in place to support you with effects of stress that can build up over the course of time. This could be stress caused by a traumatic event with a patient, or a traumatic event in your life or the community. Our team is called the CREST team. Care and Restoration through Emotional Stress and Trauma. We currently have 13 members who have received formal training and received their certificate of completion. Team members are available to listen to you when the stress is high, to help normalize reactions to events. This can be done individually or with a group of staff who may have experienced the event together. Recently our team added five new members; here are some of their thoughts about CISM:

"I truly enjoyed my CISM training experience. It not only was beneficial but enjoyable as well. The staff were well trained and very receptive. I met a lot of genuine and caring people during this training. I not only learned a lot of valuable information and techniques, to assist others in crisis, but I also learned a great deal about myself. It is my desire that I will be able to apply this newfound knowledge in ways that will be of assistance to NDI staff, when I am needed." -- *Pamela Conover*

As quoted by Gretchen Smith, one of the East-Central Indiana CISM peer support team members, "We all have a story. We must be sensitive to one another and empathetic. We never know what one may be going through."

"Gretchen and the team members emphasized active listening as a critical element in supporting one another. Observing is another important element. Gretchen is the Vice President of Operations/Corporate Compliance and Risk at Rush Memorial Hospital. Gretchen is also a Registered Nurse." -- *Lisa Passarelli*

Our team members are present to offer care and compassion to you as needed. CISM is psychological first aid. It is not therapy. What you share with a team member is confidential. Call upon us when it seems like life is becoming too much. We are here to listen.

**Team Members:** Erin Clampitt, Pamela Conover, Sabrina Devol, Marc Gordon, Kellee Hawkins Coleman, Laurie Lee, Fred Madren, Jillian Merrill, Julie Miller, Brittany Paradiso, Lisa Passarelli, Todd Peters, Tori Selznick

# SCHOOL NEWS

Submitted by: Marc Gordon

NDI's school welcomes three new teachers this year, and they are our newest heroes. IPS schools are still closed and providing remote education during the ongoing coronavirus pandemic. In part, because of the insistent requests of our teachers, satellite teachers were given the option to instruct live in the classroom, and all four of our teachers are voluntarily doing so.

Shannon Thatcher is a highly qualified English/Language Arts teacher with Special Education license. She formerly taught at a residential treatment center, a juvenile corrections facility, and historic Crispus Attucks High School.

Stacy Wilkison joins us from Shelbyville, where she taught for 18 years, to lead our computer-based learning options. She has extensive experience helping children with special needs learn effectively. Ms. Wilkison shares her life with her husband, who is an area high school assistant principal, two daughters, and a dog. When not teaching, planning, or grading lessons she enjoys reading, going for walks, spending time with friends and family, and traveling.

Sarah Johnson has taught in Lawrence Township schools, as well as IPS. Our new elementary teacher is moving from the middle school setting for a refreshing change. In addition to being licensed for Special Education, she is also an Orton-Gillingham reading specialist, using this diagnostic and prescriptive system to help students learn in ways that work best for them.

Marvin Foster returns for his third year as our Math teacher. Mr. Foster is also Special Education licensed with years of experience in IPS prior to joining our team. He was adamant that he wanted to be in the classroom with his students! Mr. Foster said, "(I am) Looking forward to helping our students achieve their goals and expanding their knowledge of Math in a welcoming, exciting environment. Everyone has problems to be solved!"

We have a marvelous team for School Year 2020-2021, and we are off to a great start. Welcome and thank these dedicated educators when you have a chance.

# Notes from the IT Department

## • Getting Help

- Please submit all requests for help, including requests to check out equipment, by emailing us at [NDIHelpdesk@fssa.in.gov](mailto:NDIHelpdesk@fssa.in.gov).
- Please note that there is a group that is similarly named. If the autofill gives you the address with the # symbol in front, that is the wrong one. We are working with IOT to get rid of it. Also when submitting tickets, do not cc or include anyone else on the email. The program that transfers the email to the ticketing system chokes on anything it does not expect.

## • Kronos

- If you need help with Kronos, please send an email to: [fssapayroll@fssa.in.gov](mailto:fssapayroll@fssa.in.gov) and cc Scott Munoz and your supervisor (if appropriate).
- It is very important to make sure to avoid hitting the [Approve] timecard button accidentally; **it will not warn you when you do so**. While the timecard is in "approved" status, punches will not be allowed.
  - If an employee approves their own timecard, the grid will change from white to a pale yellow.
  - If a manager approves an employee's timecard the grid will change to a bright yellow.
  - To unapprove the timecard, select the dropdown arrow next to approve timecard (located above the date column on the website or in the bottom right corner of the app) and select "Remove Timecard Approval." That will change the grid back to white (if the employee did not approve their timecard) or pale yellow (if the employee did approve their timecard).
- Remember we are double-entering time in Kronos, and either paper A-4s or PeopleSoft at least for the next month.
- Remember that special leave circumstances like FMLA and new-parent leave can only be processed in PeopleSoft.

## • Computer Patching

- It is critical that all individually assigned computers get restarted daily at the end of your shift.
- For shared computers, please try to reboot them nightly. If nightly is not possible, then please do it weekly at the very least.
- Do not turn off any computer, with the exception of laptops that are going home with you.
- Putting a computer into sleep mode or locking it does not count as a restart. When you restart the computer, you are done when the blue screen with the legal jargon is displayed.

# CERTIFICATES OF EXCELLENCE

June/ July 2020



**Congratulations to the following employees for their leadership. We appreciate and value your hard work to make NDI the best it can be.**

7/21/2020 Amy Low

8/2/2020 Afolake Akinyosoye

8/2/2020 Marty Bennett

8/2/2020 RaeKesh Winters

8/2/2020 Sharon Steenbergen

8/2/2020 Tiffany Briggs

8/5/2020 Mobolanle Adegunle

8/5/2020 Sharon Salinetto

8/14/2020 Tangel Edwards



|                               |    |
|-------------------------------|----|
| Olatunji Oladotun Akingbulire | 1  |
| Keniyah Patterson             | 2  |
| Doreen Brunner                | 3  |
| Diondrae Rice                 | 10 |
| Annya Castillo                | 13 |
| Q'Tylor ReShaun Sims          | 13 |
| Tiara Crittenden              | 18 |
| Annie Self                    | 18 |
| Leslie Lugo                   | 21 |
| Amy Low                       | 24 |
| Mary Cavanaugh                | 25 |
| Ebony Barron                  | 27 |
| Allison Robertson             | 29 |

## Healthy Horizons

Healthy eating is essential for a healthy body and mind.

If you have a favorite *healthy* recipe or any other selfcare tip you would like to submit for the newsletter, email it to [Giovanna.Gallagher@fssa.IN.gov](mailto:Giovanna.Gallagher@fssa.IN.gov). If you can, include a picture.

This month's recipe is from Tim Gaalema. His "Egg-cellent" casserole is low carb/ high protein.

### **Egg-Cellent Casserole**

Preheat oven 350

8x10 baking dish, lightly greased (cooking spray works well, too).

#### **Ingredients:**

1 package of low-fat sausage (or turkey sausage)

Chop ½ green bell pepper

Chop ½ red bell pepper

Chop ½ onion

¾ package shredded Colby cheese

1 cup frozen shredded frozen hash browns

8-10 eggs

½ cup 1% milk

#### **Mix-Prepare:**

Add thin layer of hash browns to bottom of pan (creates a crust/foundation)

Brown, drain & chop sausage, add layer over hash browns.

Add chopped peppers, onions and cheese.

Whisk eggs and milk – pour over all layers in dish.

Add-sprinkle of cheese on top of raw eggs mix.

Bake @ 350 for 1 hour 15 min or until golden brown and set.

